



Engineering Division
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MEETING MINUTES

Subject : SRTS Cycle 2 – Orville Wright Middle School
EAST SIDE OF SEPULVEDA BLVD. BETWEEN 79TH AND 83RD ST.
MAINTENANCE

Date : February 26, 2014 1:00 PM

Location : Council District 11 Westchester Office

Attendees : Nate Kaplan (CD11) | Robert Gutierrez (BSS) | Victor Chanorathaikul (BSS)
Don Duckworth (WSIA) | John Ruhlen (WSIA) | Jack Davis (WSIA)

- 1) Attendees discussed the loss of communication regarding the maintenance responsibility. It was agreed that there has not been any formal agreement. In order for this to be resolved BSS needs to provide WSIA information and a letter of support, and WSIA needs to have the maintenance agreement approved by the board.
- 2) BSS estimated the landscaped area to be maintained to approximately 12,500 SF
- 3) BSS explained the basic responsibility for landscape maintenance for the project. The plans do not include any turf; therefore, no regular mowing is needed. Landscape maintenance expected to be minimal trimming of trees, shrubs, weeds removal, picking up dry leaves from shrubs, groundcovers and picking up trash.
- 4) Landscape Maintenance Guidelines is attached for WSIA's use.
- 5) BSS agreed to a 90 day plant establishment period. Usually, problem with irrigation system, if any, should show up in the first few months after installation. BSS will then have the problem fixed, if and when it does occur during the plant establishment period.
- 6) Water Meter billing will be handled by BSS.
- 7) Backflow Preventer will need to be certified annually by WSIA.
- 8) BSS will work with WSIA to turn over any extra plant materials left after installation.
- 9) BSS Requested that council staff help to expedite water meter installation by DWP.



Location: Council District 11
7166 W Manchester Ave.

Meeting Date: 02/26/2014

Meeting Subject:
**STRS Cycle 2 – Orville Wright Middle School
Construction/Maintenance Coordination Meeting**

Quality • Timeliness • Efficiency

[illegible]

LANDSCAPE MAINTENANCE GUIDELINES

BROADHEAD TREES

1. The trees shall be pruned annually, and maintained as needed per Urban Forestry Division (UFD) standards.
2. Tree stakes and ties shall be removed within two years or after the time the trees are self-supporting, whichever comes first. All tree ties shall be checked regularly to prevent tree girdling.
3. If any emergency should occur, such as tree uprooting or limb failure onto the public right-of-way (ROW), or private property, it shall be the maintenance agency's responsibility to remove debris from the sidewalk and secure the site to the best of their ability and immediately call City staff for assistance.
4. Any tree removal requires prior approval of the Board of Public Works.
5. All future pruning shall comply with the ANSI A300 standards and the Los Angeles Municipal Code (LAMC).

LANDSCAPING

1. All weeds and debris shall be removed and transported off site as required by UFD.
2. All sprinklers, irrigation lines, and irrigation control devices shall be maintained by the maintenance agency as required by UFD.
3. All dead plants and trees shall be removed and replaced as required by UFD.
4. All vegetation shall be pruned to provide clearance from the streets and/or sidewalks at all times as required by LAMC and UFD.
5. All vegetation in planting area adjacent to back of curb shall be pruned and maintained at a height not to exceed 36" at all times as required by UFD.
6. All vegetation shall be watered and fertilized as needed to assure survival and appearance.
7. Control pests and diseases to provide a healthy plant and public environment.
8. Any future landscape plan modifications shall require prior UFD approval.